



Adding Dependents and Beneficiaries Workday Quick Reference Guide

Logging in at a store or shared company computer Click the Workday icon on your desktop to get started:





Logging in anywhere else

Log on to: <https://discounttire.okta.com/>

Use your Okta username and password to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

Follow these steps to add a beneficiary during your Benefits Enrollment on the Beneficiaries Designations screen:

1. For **Basic Life** you must designate at least one Beneficiary. Click the  to begin.
Note: Your beneficiary for Additional Life will be the beneficiary(s) you select for Basic Life. Spouse and Child life beneficiary is automatically the employee.
2. Click the  to choose your beneficiaries. After selecting a beneficiary, you may add additional beneficiaries by clicking again on the plus icon.
3. For a new person/trust, click **Add New Beneficiary or Trust** to set up the new person/trust.
Note: If you have previously entered beneficiary information, you may choose an existing person/trust by clicking on **Existing Beneficiary Persons** or **Existing Trusts** and select from the list
4. Select whether it is a beneficiary or trust.

Beneficiary

- a. Complete all required fields (marked with *). Please also include your Beneficiary's **Date of Birth** and **Gender**.
- b. Click the **Contact Information** tab.
- c. Scroll down the page and click the **Add** button under Address. If it is your address or an address you previously entered for a different beneficiary or dependent, you may choose it from the first box labeled **Use Existing Address**. Otherwise, click X to remove the existing address and fill in the required address fields (marked with *).
- d. Click the list icon for Usage Type and select **Home** or **Work**. Then click **OK**.

Trust

- a. Complete all required fields (marked with *).
 - b. Scroll down the page and click **Add** to under Phone. Complete all required fields in the Phone section (marked with *).
 - c. Click **Ok**.
5. **Read the instructions on the screen carefully for information about Primary and Secondary beneficiaries.** Secondary beneficiaries are not required and only receive funds if the designated primary beneficiaries are deceased at the time of your death. Remember that the percentage totals for each type of beneficiary must total 100%. If you have only one beneficiary, enter 100.
 6. Click the **Save** button at the bottom of the screen to return to where you left off with your benefits elections.

Questions? For questions or enrollment support, contact: Benefits@discounttire.com

Tire Rack Employees contact: humanresources@tirerack.com